

WEDDING EVENT DETAILS

Addition Details [separate page??]

Venues and Scheduling

First Presbyterian has two ceremony sites to choose from: our sanctuary seats up to 400, and the chapel up to 50. Weddings are typically scheduled for Friday or Saturday but may be held any day of the week depending on the church's availability.

Application

Couples must complete the Wedding Application [link] and submit it online, along with a \$150 non-refundable deposit. Once the church has received your application, we can confirm your scheduled date and time, the pastor officiating the ceremony, and the remaining balance (if your date is not available, the deposit will be returned to you). If you would like to see the church in person prior to submitting an application, reach out to Gretchen Huebner (ghuebner@firstpreswc.com) to schedule a tour.

Rehearsals

Wedding rehearsals are typically scheduled for the evening before the ceremony. All members of the wedding party are asked to attend.

Premarital Counseling

The couple is asked to meet with the minister who will be officiating the wedding at least one or two times; this allows time to plan the ceremony and for the couple to bring up topics of interest to them. Additional premarital counseling can be scheduled with the pastor if the couple requests.

Event Coordinator

Once your application has been received, our wedding coordinator will work with you to plan out the details of the ceremony, including flowers, photography, music, and the reception, if it is being held at the church. The coordinator will be present for the rehearsal and the ceremony to assist with the processional and recessional, and will ensure that the church is set up for your wedding, including the bridal and groom's areas. Typically, the wedding coordinator will communicate the couple's music choices to the Director of Music.

Music

In consultation with First Presbyterian's Director of Music, the wedding coordinator will help you arrange the music for your wedding. This includes specific musical selections as well as coordinating with any soloists or instrumentalists you may wish to have. At First Presbyterian, wedding ceremonies are considered services of worship, and while the pieces chosen do not need to be explicitly Christian, they must generally be appropriate for a ceremony held in a church. The Director of Music will play either piano or organ at all weddings; if the Director is not available, he will arrange for a substitute. First

Presbyterian follows the policy of the American Guild of Organists which requires that musicians be either chosen by the Director of Music or be approved by him. If outside musicians are approved, the couple is responsible for the fees for guest musicians as well as the Music Director's standard fee.

Decorations

Floral decorations are not required, but are welcomed; we encourage couples to look at the space before making decisions with their florist. No tacks or nails be used to fasten decorations, no flower petals, rice, or confetti are allowed to be scattered in the building or on the church steps.

Dressing Rooms

There are areas for the bridal party to wait and finish preparations prior to the ceremony.

Photography and Videography

The officiating pastor will speak with couples about photography and videography during one of the premarital meetings. Photographers and videographers are welcome to set up in the sanctuary and chapel, but are not permitted to come down the aisle during the processional or ceremony.

Parking

The church is not able to provide parking for guests; there are a number of public lots near the church where people are able to park, as well as limited street parking. Limousines or small buses may stay in the loading zone out front as long as a driver is present. The church can recommend a valet service. [Link to borough parking map]

Reception

There is a reception hall available that can accommodate up to 100 people. We are happy to recommend trusted caterers in the area. Please note that alcohol may not be served on church grounds.

Chester County Marriage License

Couples should obtain a marriage license from Chester County and bring it with them to the reception [link to marriage license info]

Fees and Honoraria

- Sanctuary or Chapel - \$700*
- Pastor – Honorarium (typically \$400)**
- Organist - \$350
- Wedding Coordinator (Gretchen Huebner) - \$200
- Reception - \$200

If you are a member of First Presbyterian Church please contact Gretchen Huebner for wedding rates. If you are interested in having one of our pastors officiate your wedding at a different location, please contact Gretchen Huebner for information.

*The \$150 deposit fee is applied to this total balance.

**If you are using an outside officiant, an honorarium is still required for on-site coordination.